



TO: Mayor and City Council
FROM: Howard Kroll, City Manager
RE: Weekly Report
DATE: Week Ending April 29, 2016

Assessing

- The appeal brought by taxpayers Roger & Sandra Ducharme was heard by the Board of Assessment Review Tuesday, April 26th. The Assessing Department won the appeal by unanimous vote. The next residential tax appeal hearing is scheduled for Tuesday, May 3rd.
- To date only two of the gravel pits owners have responded to the letter sent requesting updated information for the 2016 assessment. One of the owners provided a full inspection of his two pits as well as information for assessment purposes.
- Processing the personal property returns is staff's highest priority. We estimate more than 1000 returns have been filed. As of Wednesday, April 27th, staff has processed 202 returns.
- Northern Utilities sent their annual declaration of property which resulted in an increase in real estate of \$834,063.
- The current taxable valuation of the city as of April 27th is 1,990,167,411.

Auburn Public Library

- Our NASA exhibit continues to dominate our focus. This week we held a volunteer reception, welcomed donors and dignitaries, hosted a portable planetarium from Northern Stars Planetarium (four shows at 25 attendees each), a special LEGO session, and the Library Director gave a presentation to the Lewiston Auburn Rotary. We have also scheduled program for June 14th with Anthony Shostak, Curator of Education at Bates College Museum of Art, for a presentation about the 2012 exhibition he assisted with on astrophotography.
- As requested the Library has made cuts in its FY2017 city funding. The bottom line is that the Library will be open 6 hours less per week, terminate one position, reduce the hours for 3 staff members, and reduce allocations for materials,

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professional development, interlibrary loan delivery service, programming, and miscellaneous expenses. The total reduction is \$34,500.

- We received notice that our application for another session of the American Library Association's "Great Stories Club," a program geared for at-risk and troubled youth, has been accepted. They encouraged us to apply even though our first session was not completed. This program is designed to engage non-readers in a book club setting with topics that reflect what their personal situations may be like.
- Non-NASA programs coming up include:
 - Learn to Speak Swahili – Mon., 5/2, at 6 p.m. Swahili - English is the new swag! Sign up for this free language course and learn some basic Swahili. Not only will you learn the language but lessons on culture will also be included in the class. Please call the Auburn Public Library at 333-6640 Ext. 4 to register or register online. Note: On Tuesdays, the class will be held at the Franco American Heritage Center. The Monday and Thursdays classes in May will be at the Auburn Public Library.
 - Kids! Read to a Dog - Thurs., 5/5, at 5 p.m. Join Susan Farrell and her therapy dog, Addie, in the children's room on the first Thursday of the month from 5-6 pm to practice your reading skills and make a new friend. Space is limited, so please call the library at 333-6640 ext.3 to reserve your spot.
 - Teens! Snack Chat! – Mon., 5/9, at 3 p.m. Join us in the Teen Space twice a month to enjoy a healthy after school snack and engage in some enlightening conversation about current events. As we get into this series, we hope to invite guest speakers to further add to our conversations. This program is provided by support from Jim Pittman of Jim's Auto Sales and is just for teens, ages 12-18.
- Follow the Library on Facebook or link to our website at www.auburnpubliclibrary.org for more information about all of our programs, new books, library news, and online registration.

City Clerk

- We Issued the following:
 - 1 birth certificate
 - 51 death certificates
 - 5 marriage certificates
 - 2 marriage licenses
 - 9 disposition permits
 - 4 garage sale permits

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- 1 banner application
- 1 business licenses (renewal)
- Received 10 business license applications (all renewals)
- Staff has completed reconciliation and filing of the 2016 disposition permits and are up to date
- Monday was the deadline to accept applications for this round of Board and Committee nominations
- We continue to try to recruit and line up election workers for the June 14th election. We are looking to fill one Warden and two Ward Clerk positions and additional Republican slots. I received one new application.
- Staff attended the City Council Meeting on Monday and the Council Workshop on Tuesday
- Completed minutes of the 4/25/2016 Council meeting
- Prepared and posted the May 2, 2016 City Council agenda packet
- Prepared and posted the Appointment Committee agenda packet
- Staff attended the Hero Initiative Wellness Lunch and Learn class on Thursday
- Prepared and forwarded the ballot layout/template for the School Budget Validation Referendum Election to ES&S

Community Development

- Program income for March is \$29,200
- Enrolled two new potential homebuyers in our Homebuyer Loan Program. They have established a savings program that will be matched with HOME funds and are now receiving credit counseling.
- The Auburn Lewiston Fair Housing Alliance celebrated April - National Fair Housing Month by holding a Recognition Event for Auburn and Lewiston Middle School. Students who participated in the Fair Housing Poster Contest were awarded a Certificate of Participation and the top 13 winners received prizes. A 2017 calendar will be printed featuring the winning posters. 91 students participated in the contest, the highest number in the 3 years the contest has been offered.
- Three HOME Security Deposit loans totaling \$2,269 were made to families who were at risk of homelessness. One loan for \$508 was awarded through the Gorman Foundation Security Deposit Program.
- Staff attended the monthly meeting of the L/A Lead Grant Committee. The State of Maine is hiring 5 new lead inspectors/coordinators to enforce the new Maine lead law. Once hired, the States expects a new round of abatement orders will be issued where there are children with elevated blood lead levels.

Fire

- Crews responded to 6 fire calls.
- Staff performed 2 initial C/O inspections and 1 Life Safety inspection and 1 Mobile Food Cart Inspection.
- Crews attended training on Highline Rope Rescue techniques.
- Crews attended open water boat training.
- Crews attended a class on updated fall protection standards and then trained with the new equipment.
- Crews performed 0 Life Safety inspections.
- Crews continued annual spring cleaning.
- For the week of April 21st to April 27th, we responded to 80 calls for service. These include, but are not limited to: 6 fire calls, 53 Emergency Medical calls, 4 Motor Vehicle Accidents - 2 with injury, 2 hazardous condition calls, 5 service calls, and 6 Fire Alarm calls. We received 0 mutual aid responses during this period and we provided 2 mutual aid responses. We also provided 2 Paramedic intercepts during this period and did 1 transport in Lewiston for UAS.

Human Resources

- Staff attended two workshops this week. One focused on personnel and labor law. The topics of the second workshop included implementation of effective wellness programs and legal aspects of wellness workshops.
- Staff is preparing for a Safety Works inspection of Auburn Hall on May 2nd. The inspection is part of the City's application for the SHAPE Award (Safety and Health Award for Public Employers).

IT

- Staff used desktop GIS to create a number of abutter lists for the planning department. The current process for creating abutters is done by planning staff using the MapAuburn Online maps. When we recently moved the underlying feature service from Esri's Online hosting to our own server, the abutter list procedure became unstable. Staff has researched the problem, but has not yet determined the cause. We will continue to provide abutter lists for planning until the problem is resolved.
- To date, engineering has forwarded more than two dozen sets of changes to our parcel lines, based on split or merged lots, or based on new survey information. A set of changes may involve moving/shifting/nudging the parcel lines for anywhere from two to thirty parcels. Changes also involve updates to parcel dimensions and addresses. This week, staff completed the updates received to-date (more than 200 parcels).

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- This week Great Falls TV staff covered 2 City meetings and worked with other staff to record additional meetings.
- During the last week of the month a great deal of time is spent on programming for the upcoming month. Staff also spends time preparing, downloading and encoding files for broadcast.
- Staff also met with the Director of the LRTC Media program at Lewiston High School (Sylvie St Amand) to discuss some of the ways we might collaborate in order to enhance programs for students and to utilize resources that may be available from GFTV.
- Over the weekend, staff replaced the Barracuda Spam-filtering appliance. In four years the old unit has blocked almost 29 Million spam messages, and blocked a 109K viruses. This week alone, the new appliance has blocked 24,000 spam messages and 206 viruses.

NSBA

- Ice
 - Men's League
 - Women's League
 - Public Skate
 - Shinny
 - Private Rentals
 - Rousseau's Hockey Clinic
 - L/A Seniors
 - Central Maine Elite Hockey
- Marc's Meetings
 - Maine All-Season Adventure Trade Show idea
 - Record commercial @ Z105.5
 - Maine Sports Commission
 - CM Hockey - Kevin Cady
 - Facility Rental - Gray New Gloucester - Project Graduation
 - Summer Fest
- Partnerships
 - Firehouse Subs
 - Mattress Firm
 - Cintas
 - Hebron Academy
- Jason Ops Tasks
 - Ice Maintenance
 - Building Maintenance

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- Olympia Maintenance
- Ice Scheduling
- Maine All-Season Adventure Trade Show idea

Police

- The department handled 504 calls for service this week.
- Officers conducted 147 motor vehicle stops and 17 field interviews.
- Officers investigated 77 offenses of which, 7 of which were felonies, generating 16 arrests, 17 criminal summonses and 4 juvenile arrests.
- Officers responded to 35 motor vehicle crashes.

Public Services

- The amount of snow, duration and drop in temperature that hit Auburn on Tuesday the 26th woke up the plows. Crews were geared up and on the road in needed areas.
- The Engineering Technician/GIS has been working with IT on a geo database for the collector application. This application will be used to collect data on the trees in the city right of way parks, and cemeteries.
- City's Green Space Litter pick-up – Every morning crews scan the downtown area for any litter/debris, clean up cemeteries, trash up when mowing city area green spaces, remove trash on Union Street Bypass, Minot Ave, Washington St
- Crews continue supporting Hasty and Ingersoll with general maintenance as well as keeping the Highway Garage maintained
- Sidewalk as well as road sweeping continue throughout the City
- Crews were out mulching flower beds on Turner St. which is near completion as well as the Veterans Memorial on Center St.
- Crews finished up mandatory Blood-borne Pathogens, Respirator and Hearing training this week.
- Crews continue to grade gravel roads
- Sign work continues throughout the City
- The Hot Patching crews were out and about hitting areas as well as any complaints coming into Public Services
- The Tree crew continued to work on the Veterans Bridge as well as Harvard St.
- The basin crew cleaned over 75 basins on 11's run.
- Crews are out and about the City continuing lawn repairs.
- 2016 Reclamation Project (Townsend Brook Road, Pettingill Park)- project has been awarded to Gendron & Gendron, work at Pettingill Park to start next week
- 2016 Reconstruction Project (Highland Ave)- project to be advertised for bid early May

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- 2016 MPI Project (South Main Street)- project has been awarded to Gendron & Gendron, start date anticipated for early June
- Summer Street Extension- project has been awarded to Pike Industries, drainage structures have been installed, roadway to be reclaimed next week
- Barker Mill Trail- project has been awarded to Longchamps, work has started on the dam entrance
- Stormwater Compliance- on-going
- Hillcrest Ave Retaining Wall- project to be awarded to Skid Steer, wall is 80% complete. Should be completed by end of next week
- Tree Inventory- project has been awarded to Davey Resource Group, start date Mid June
- 2017 Hampshire Street Reconstruction- Gorrill Palmer has been selected for Consultant Services. Survey has been completed.
- Hotel Road Culvert Replacement- a grant application has been submitted for the replacement of the culverts at the Taylor Brook crossing
- Restoration work on the knight house was completed this week
- Litter control program continues on the States section of Washington St., crews put in 40 man hours
- The removal of snow fence and post is nearing completion
- This week the Fleet crew has 27 work orders , 24 for Auburn Public Services, 2 for Police Department and 2 for the Fire Department
- The Fleet crew completed 16 work order for Auburn Public Services; 8 are waiting for room to open up in the shop and or parts; 2 for Police Department (just Preventative maintenance) no mechanical issues, should be done by Thursday. 1 of the Fire Department work order was a road call 2nd shift mechanic took care of it (brake issue).
- The Fleet crew will be starting on the Fire Department #317 by the end of this week if all goes according to plan.
- The welding crew made repairs to one of the chip boxes and assisted with installing the dam gate.